

EMPLOYEE DISCIPLINARY REPORT

To Personnel Department:

The following warning was issued today and I desire that the warning be made a part of the official record.

Jeffery Denton8/12/00

NAME

DEPARTMENT

DATE OF WARNING

- |  |  |  |
|--|--|--|
| 1. <input type="checkbox"/> UNREPORTED ABSENCE                       | 6. <input type="checkbox"/> FAILURE TO OBEY ORDERS       | 11. <input type="checkbox"/> VIOLATION OF SAFETY RULES       |
| 2. <input checked="" type="checkbox"/> TARDINESS                     | 7. <input type="checkbox"/> FIGHTING ON COMPANY PREMISES | 12. <input type="checkbox"/> DEFECTIVE & IMPROPER WORK       |
| 3. <input type="checkbox"/> DRINKING ON DUTY                         | 8. <input type="checkbox"/> LEAVING WITHOUT PERMISSION   | 13. <input type="checkbox"/> CARELESSNESS                    |
| 4. <input type="checkbox"/> REPORTING UNDER THE INFLUENCE OF ALCOHOL | 9. <input type="checkbox"/> HOUSEKEEPING                 | 14. <input type="checkbox"/> DESTRUCTION OF COMPANY PROPERTY |
| 5. <input type="checkbox"/> INSUBORDINATION                          | 10. <input type="checkbox"/> IMPROPER CONDUCT            |  |

REMARKS

Reporting To Work 20 min. Late With No  
Excuse, We Had 3 Customers Waiting For  
oil Changes & Had To Dispatch To Other Techs

Signature of Supervisor

I have read this report - - - Signature of Employee

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE  
EMPLOYEE'S RECORD AS OF THIS DATE.

Personnel Department

Date